



2017 SkillsUSA Championships & National Leadership Conference

Registration Packet

Deadline for Traveltime Reservations: April 24, 2017
Deadline for SkillsUSA Ohio Registration: April 28, 2017



Chapter Advisor,

Congratulations on your recent accomplishments at the SkillsUSA Ohio State Championships. The following packet will help you as you prepare for your trip to Louisville June 19-24, 2017. SkillsUSA will again be using the services of Traveltyme to handle all hotel accommodations. The Traveltyme package will include hotel accommodations, SkillsUSA registrations and Ohio activities. All schools are required to use Traveltyme for all reservations and services. Traveltyme has been authorized by SkillsUSA Ohio to assign schools to appropriate hotels. Hotel assignments are non-negotiable. Please note the hotels are located in Indiana just across the state line from Louisville, Kentucky.

Registration Process:

1. Contact Traveltyme and make hotel reservations. This must be completed by **April 24, 2017. See attached information.**
2. Register all participants at www.skillsusa-register.org for the National Conference. Everyone going to Louisville must be included. An advisor must travel with the students. All parts of form must be included for students and Advisors. Please check the appropriate ATTEST box at the bottom of form. This must be done by **April 28, 2017.**
3. Complete Form B and email to Tamyra.plotts@education.ohio.gov. This form must be submitted to pre-order t-shirts. If this form is not submitted, your school will not receive **Ohio T-Shirts or Pins.** If this form is not submitted, your school will not receive mailings of Ohio updates and more than likely miss important information that may cause your competitors to be disqualified. Please make sure the email address is one that the lead advisor will be checking during June.
4. Review **2017-2018** SkillsUSA Championships Technical Standards. **It is the Advisor's responsibility to make sure the student has the tools and materials to be successful.**
 - Do you have the right Tools/Equipment?
 - Do you have the right uniform (must be official SkillsUSA, no exceptions)?
 - Have you studied your Leadership Handbook for the Knowledge Test?
6. Schedule a parent meeting with group. Send out enclosed information.
7. Present your group to the School Board and local media.



Dear Parents,

Congratulations on the success of your student in the SkillsUSA Ohio State Championships and their selection to represent Ohio at the National Leadership and Skills Conference June 19-24, 2017, in Louisville, Kentucky. SkillsUSA Ohio values the participation in the National Leadership and Skills Conference and is very interested in making sure the students and advisors have a great experience.

For safety purposes, schools are required to have a school advisor travel with the students and provide supervision while they are in Louisville. The school is responsible for making travel and lodging arrangements for their group. The entire Ohio Delegation is assigned to a Conference Hotel(s) and required to stay at the assigned venue. Parents and family members are not permitted to stay with the Ohio Delegation, and Parents should not call Traveltyme or the Hotel and attempt to make reservations.

Parents traveling to Louisville should go the national website (www.skillsusa.org) and look under Events to fine out information for reservations at non-conference hotels (where rates are much cheaper).

The competitions are open to the public on Wednesday and Thursday. A Conference Badge will be required to go to the Opening Ceremony on Tuesday night. Registration is \$150.00. Awards Ceremony Passes will be on sale through Thursday on a 1st come - 1st served basis at the Conference Headquarters area for \$10.00. Parents are required to sit in the Parents/Guest sections and will not be able to sit with the school.

Should you have any questions, please contact Kevin Williams at kevin.williams@education.ohio.gov or Jackie Walker at skillsusaohiojw@gmail.com.

Sincerely,

Kevin Williams

Kevin Williams
SkillsUSA Ohio Director



Ohio Activities

Monday, June 19, 2017

- Schools Depart Ohio
- Arrive in Louisville (Do NOT ARRIVE BEFORE 3:00 PM)
- Check in and Registration at Hotel
- Depart hotel at 5:00 PM for mandatory Dinner Orientation for all registered Advisors and students at the Kentucky Expo Center. (SkillsUSA Knowledge Test Administered immediately following dinner.)

Tuesday, June 20, 2017

- Ohio Voting Delegate Mandatory Meeting 8:00 AM – 4:00 PM
- All of Ohio Delegation must attend Opening Ceremony. (Official dress or business attire required – including instructors.) SkillsUSA is requiring all competitors to attend. Failure to do so may result in disqualification from contest.

Wednesday, June 21, 2017

- Night on your own.

Friday, June 23, 2017

- All of Ohio Delegation must attend Awards Ceremony. (Official dress or business attire required – including instructors.) Delegation must stay until the end of the ceremony.
- Ohio Awards Banquet (Stay in Awards Attire!!! Name Badge Required.)
- Schools are asked to remain through the Awards Banquet.

Saturday, June 24, 2017

- Safe travel home



Ohio Association
National Leadership Conference
June 19 – 24, 2017
Louisville, Kentucky

Including:

- Five nights accommodations at Ohio Delegation Assigned Hotel including breakfast daily June 20 – June 24
- Delegation dinner Monday night
- Friday night social including dinner
- Taxes and gratuities
- Services of Traveltyme
- Skills National Conference Registration Fee

Cost per person:

Quad	\$675
Triple	\$753
Double	\$909
Single	\$1,378

Deadlines:

- **Deadline to submit reservations: April 24**
- **Payment due on or before: May 15**

IMPORTANT: If you are sharing transportation with another school/s, please list the name of the school/s in the comments box on the reservation form.

Register:

- **For reservations go to www.traveltymeinc.com; Click Conferences; SkillsUSA; OHIO Association**
- **See attached reservation check list and how-to guide**

Traveltyme, Inc. ▪ 3021 Bethel Road ▪ Suite 200 ▪ Columbus ▪ Ohio ▪ 43220
Telephone: 614.442.1505 ▪ Fax: 614.442.1537 ▪ www.traveltymeinc.com



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RESERVATION CHECKLIST – OHIO SKILLS

Before starting the reservation process, please make sure you have all the necessary information to complete the form. You cannot save the form and go back to it at a later date. You can print a copy of the completed form before you submit it to us. Remember that the form has not been submitted until you click the “Submit Reservation” button at the bottom of the last page. **Below is a list of what you need to know before starting the reservation:**

1. School Contact Information including school contact name, school address (NO PO Boxes), email addresses and phone numbers.
2. Advisor (or person who will be going on this trip) Contact Information including name, home address (NO PO Boxes), email address and phone numbers.
3. The number of rooms you will need. You will need to know the age of each student in your group in order to complete this section. Keep the following in mind when making your reservation:
 - Per SkillsUSA two people in one room are not guaranteed two beds. We always request two beds but it is not guaranteed. If you want to ensure that you will have your own bed you must request a single room and pay the single room package rate. Cots can be added to single rooms if two people are in the same room but there may be an additional charge for this. Single rooms are not guaranteed for students but we do our best to secure them upon request.
 - If you put three or four people in one room there will be only 2 beds so people will need to share a bed. Per Louisville Fire Codes cots cannot be added to rooms that already have two beds in them.
 - If you are a pair and can share one bed you still must indicate that two people will be in the room and provide the pertinent information for each person. The hotel requires this for Fire/Safety reasons. You can indicate in the comments section that you can have one bed and it will be a king bed.
 - If you will room with someone from another school do not put their name in the reservation form blank. Instead list the name(s) and school(s) in the “room comments” field below the reservation fields. If you want us to find a roommate for you we will try but this is not guaranteed.
 - We do our very best to secure the room type that you request. Each state is allotted so many rooms and room types and we work hard to ensure that you get what you need but we must work within the guidelines set for us.

Once you submit your reservation request you will receive an email stating that it has been sent to Traveltyme. A confirmation/invoice will be emailed to you later. When mailing checks be sure to indicate the school name in the memo section. **At this time we do not accept credit cards.**

Traveltyme Reservation Instructions for SkillsUSA - OHIO

1. Go to www.traveltymeinc.com
2. Click Conferences
3. Click SkillsUSA
4. Click Your State Association – This page lists what your package includes and provides **important deadline information**. Now click on "Click here to submit your online reservation".
5. You are now at the "2017 (Your State) SkillsUSA Conference Registration Form".

❖ **Enter the name of the person at the school that needs to see trip and billing information. It is important that we have an accurate school address (NO PO BOXES) and phone number.**

School Contact Name:

School Name: Required

Street Address:

City: State: Zip Code:

School Phone Number (with area code): Ext:

Contact E-Mail Address*: Required Email must be in correct format
 *Your reservation confirmation and invoice will be emailed to this address

❖ **Enter information for the adult (usually the Advisor) who will be going on this trip and is responsible for receiving trip information (i.e. itineraries, invoices). It is very important that we have an accurate home mailing address (NO PO BOXES), email address and cell phone number.**

Advisor Name:

Home Address:

City: State: Zip Code:

Cell Phone Number (with area code): Required

Home Phone Number (with area code): Required

Advisor E-Mail Address*: Required Email must be in correct format
 *A copy of your reservation confirmation and invoice will be emailed to this address

❖ **Use this space to reserve rooms for the adults who will be going on this trip. Please note the following:**

- If you are a couple you still **MUST** indicate a double room to let us know two people will be in the room (this is required by the hotel for fire/safety issues), however, you can use the comments section to tell us that you will only need one bed.
- If you would like to room with specific advisors from other schools **DO NOT** enter their names in the reservation form blanks but enter their **name** and **school** in the "Room Comments" field below the reservation fields.
- If you need more than two adult rooms, click the "add more adult rooms" button.

Advisor / Adult Reservations

Adult Reservations Room 1* * Be sure to use full legal name

Name of Person #1

Name of Person #2

1st Room Size: Single Double

Adult Room 1 Comments:

Adult Reservations Room 2* * Be sure to use full legal name

Name of Person #1

Name of Person #2

2nd Room Size: Single Double

Adult Room 2 Comments:

Traveltyme Reservation Instructions for SkillsUSA - OHIO

[Add More Adult Rooms](#)

❖ **Use this space to reserve rooms for the students who will be going on this trip. Please note the following:**

- If you would like to room with specific students from other schools please **DO NOT** enter their names in the reservation form blanks but enter their **name** and **school** in the "Room Comments" field below the reservation fields. All efforts will be made to accommodate your request for locating roommates but we cannot guarantee this.
- If you need more than two student rooms, click the "add more student rooms" button.

Student Reservations

1st Room Occupants* (Maximum of 4 to a room)

2nd Room Occupants* (Maximum of 4 to a room)

Name of Person #1 Gender

Name of Person #2 Gender

Name of Person #3 Gender

Name of Person #4 Gender

Name of Person #1 Gender

Name of Person #2 Gender

Name of Person #3 Gender

Name of Person #4 Gender

1st Room Size: Single Double
 Triple Quad

2nd Room Size: Single Double
 Triple Quad

Room 1 Comments

Room 2 Comments

Please set gender for all persons

[Add More Student Rooms](#)

❖ **Use this space to provide any additional comments, questions or information. Also, please confirm the number or people you are registering for each room type (i.e., if you have a total of 6 students staying in double rooms the form will show 6 for the number of people and not 3 for the number of rooms needed).**

Comments, Questions, Additional Information:

Reservation Totals:

Please confirm the number of people you are registering in each room type

of People in Quads

of People in Triples

of People in Doubles

of Person in Singles

Click "Continue Reservation"

- ❖ Your completed reservation form will appear on this page. Please verify the information and click Submit. You can use your browser's BACK Button to make any changes. ***Please Note: Your reservation will NOT be submitted until you click the "Submit Reservation" button at the bottom of this page.**

- ❖ Now click the "Submit Reservation" button at the bottom of the page and you will see the following message:

Thank You for Submitting Your Form. Your Travel Reservation has been received in our office!

Traveltyme Reservation Instructions for SkillsUSA - OHIO

This message lets you know that Traveltyme has received your reservation in our offices. A reservation form will automatically be emailed to you so that you can check the information you entered for accuracy (please call our office if you see anything that is not accurate). This is **not** your invoice. **A confirmation/ invoice will be emailed to you later.** When you get this emailed confirmation/invoice we ask that you send a copy of it along with your payment and be sure to indicate the school name on each check.

- 6. Please contact the Traveltyme office at 614.442.1505 if you have any questions or concerns and we will be happy to assist you. Email correspondence can be directed to Sandy Borchert at sandy.traveltyme@sbcglobal.net.**